

ATTENTION:

The job opportunities listed here are intended for students who have been awarded Federal Work Study as part of their financial aid package. If you are not sure whether you are a FWS recipient or would like more information about the program, please visit our website at www.palomar.edu/fa/FWS%20main.htm, inquire at the Financial Aid Office, or e-mail workstudy@palomar.edu. If you secure an interview with a prospective employer, you must complete the Student and Temporary Application Form and take it with you to the interview. The form can be found in the Hiring Forms section on the Work Study page of the Financial Aid website.

The America Reads Program

Are you a Federal Work Study student interested in helping children improve their reading skills? Are you interested in education or becoming an elementary school teacher? If so, you may qualify for the America Reads Federal Work Study Program. Under the supervision of a classroom teacher, the America Reads Program tutors work with children in grade 1 through 3 at Knob Hill Elementary School in San Marcos.

No experience is necessary, however, you should be an excellent reader and have the patience to work with young children; training will be provided at Knob Hill. This is an excellent way to gain classroom experience, make contacts in the education field, and give something to the community. Fingerprinting and a background check are required and will be paid for by the District. Up to 20 hours per week; salary \$11.00 per hour. If you are interested, please contact the Federal Work Study coordinator at ext. 2213 for more information.

Department: English

Job Title: English Writing Lab Technician

Location: Modular - TBD

Job Skills and Qualifications: Basics of Microsoft Word and ability to use the Internet.

Duties: Internet searches and database access. Monitor printer and supplies.

Number of positions: 1-4

Total hours per week: 20

Work schedule: To be arranged between 4pm and 10pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Gary Zacharias, ext. 2710

Department: Academic Technology Resource Center

Job Title: [Instructional Aide](#)

Location: LL-103

Job Skills and Qualifications: Computer literate, experience with the Internet and Microsoft Office application (i.e. Word, Excel) highly desirable, must be able to communicate well in English, must be able to work with the public, able to work with faculty.

Duties: Assist computer lab staff in various duties such as: Provide basic assistance in a variety of Windows based programs (some training will be provided). Other clerical duties as directed by computer lab supervisor.

Number of positions: 2

Total hours per week: 20

Work schedule: Btwn 7:30am-9:00pm Mon thur Thurs; btwn 7:30am-4:00 pm Friday.

Wage: \$9.00, \$11.00, \$13.00 per hour depending on experience.

Supervisor/Contact: Myrna A. Valencia

Department: American Indian Studies

Job Title: [Student Clerical Worker](#)

Location: P-8, San Marcos Main Campus

Job Skills and Qualifications: Friendly, able to work with diverse students and faculty. Word processing and computer skills a plus.

Duties: Help and direct students. Word processing, copying, run Scantrons, take phone messages, and distribute mail.

Number of positions: 1

Total hours per week: 20

Work schedule: Hours are negotiable.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Martha Collins, AIS ADA, ext. 2425

Department: Arts, Media, Business and Computer Science

Job Title: Office Assistant

Location: Division Office AA-131

Job Skills and Qualifications: Ability to file, organize materials, and take direction. Familiarity with Microsoft Office and Outlook would be helpful.

Duties: Assist Division Dean and Assistant with filing, getting mail, organizing binders, copying. May also assist in organizing electronic file in Outlook.

NOTE: Hours may be determined in consultation with student. Suggested schedule is below.

Number of positions: 1

Total hours per week: 12-18 flexible w/student

Work schedule: Mon, Tue, Wed, Thur 2-5pm.

Wage: \$9.00, \$11.00, \$13.00 per hour depending on experience.

Supervisor/Contact: Norma Miyamoto, Dean, AMBCS Division ext. 2157

Department: Assessment -Counseling Services

Job Title: Assessment Clerical Assistant

Location: SU-1

Job Skills and Qualifications: Ability to file, organize materials, and take direction. Familiarity with Microsoft Office and Outlook would be helpful. Computer work.

Duties: Answer phone, file, organize materials, and take direction. May also assist in organizing electronic file in Outlook. Student contact.

Number of positions: 1

Total hours per week: 20

Work schedule: Tuesday, Thursday, Friday 8:30am - 5:00pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Diane McAllister, ext. 2182.

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Department: Athletics

Job Title: Athletic Trainer Student Assistant

Location: Athletic Training Room (O-5)

Job Skills and Qualifications: Willing to train the individual students with specifications to the duties that they will be assigned. Able to work in stressful situations, get along with others and willing to take orders from other students.

Duties: Assisting the Athletic Trainer Certified with pre/post practice/competition, set-up and take down, treatment protocols established by the Athletic Trainer. Other duties as assigned.

Number of positions: 4

Total hours per week: 20

Work schedule: Monday thru Friday, 4 hrs per day to be arranged.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Flecicia Heise, ext. 2477

Department: Behavioral Sciences (Anthropology)

Job Title: Archaeological Lab Assistant

Location: BE-3

Job Skills and Qualifications: No specific skills required. Department is willing to train.

Preferred qualifications: Experience doing either archaeological fieldwork or lab work associated with the Palomar Archaeology Program or with an accredited college, a government agency, or a private environmental/ cultural resources firm. Again, we are willing to train beginners.

Duties: Assist with artifact cataloging in the Palomar Archaeology lab; assist in preparation of materials used in teaching ANTH 120 and 205 (Beginning and Advanced Archaeological Excavation) and ANTH 225 (Historical Archaeology).

Number of positions: 2

Total hours per week: 10

Work schedule: To be arranged with student.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Philip de Barros, Ph.D., ext. 2343

Department: Career Center

Job Title: [Instructional Aide](#)

Location: Student Services Center (SSC)

Job Skills and Qualifications: Computer literate. Experience with the Internet and Microsoft Office applications highly desirable. Must be able to communicate well in English. Must be able to work with public and the faculty.

Duties: Assist computer lab staff in various duties such as : monitor PIC station (check users into and out of lab), provide basic assistance in variety of Windows based programs (some training provided). Other clerical duties as directed by computer lab supervisor.

Number of positions: 2

Total hours per week: 20

Work schedule: Btwn 7:30am and 1:00pm Monday thru Thursday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Eddie Tubbs, ext. 3125

Department: Chemistry

Job Title: [Student Lab Assistant](#)

Location: NS-337

Job Skills and Qualifications: Basic chemistry technology and knowledge. Preferred qualification: Successful completion of CHEM 100 or CHEM 110.

Duties: Set up and prepare chemistry laboratory and experiments. Clean glassware.

Number of positions: 2

Total hours per week: 10

Work schedule: Btwn 8:00am and 8:00pm Monday thru Thursday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Tsung Lee, ext. 2059

Department: Communication / The Telescope

Job Title: Office Manager / Administrative Assistant

Location: TBD (Modular buildings)

Job Skills and Qualifications: Good organizational skills. Good phone and people skills. Confidentiality. Computer skills (Word and Excel).

Duties: Assist Journalism instructor in management of school newspaper office. Answer phone, take messages for office staff and answer questions regarding the newspaper. Assist advertising manager with advertising packets. Type letters and reports.

Number of positions: 2

Total hours per week: 8-10

Work schedule: T, W, Th 3 hrs per day, Fri 2 hrs.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.

Department: Communication / The Telescope

Job Title: The Telescope's Online Editor

Location: TBD

Job Skills and Qualifications: This person must be able to code, design and maintain The Telescope newspaper's Web site. We want to improve our Web site and are looking for someone who has the time and creativity to make it invaluable to Palomar College! The job requires knowledge of Web design, both Mac and PC computers, College Publisher and other design programs. This person should be able to post blogs, work with interactive video and put up slide-shows of news events for The Telescope.

Duties: This is an opportunity to stretch your creative Internet muscles!. The Telescope is looking for a web-savvy person to help us make our Web site more relevant and user friendly for Palomar College students. This person will be asked to work with Telescope student editors each week to post news stories, features and photos. But we also hope this person will take the initiative to add extra features such as blogs, videos, and other interactive amenities. You will have the freedom to try new designs and features that can be used as a resume builder for your future career.

Number of positions: 1

Total hours per week: Not to exceed 20

Work schedule: Monday thru Thursday to be arranged with supervisor.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.

Department: Communication / The Telescope

Job Title: [Distribution Manager](#)

Location: TBD

Job Skills and Qualifications: You must have Monday and Wednesday mornings from 8 a.m. to noon available. You will have to take an online test to drive a golf cart. You must also be able to lift 30 pounds to move newspaper stacks and occasionally arrange newspaper racks. This job requires good organizational skill to keep the newspapers in order. You MUST be reliable because the newspaper has to go out on time every week!

Duties: You will be responsible for picking up The Telescope newspaper Monday mornings and refilling empty racks on Wednesdays. When not on your route, you will keep The Telescope newsroom open for student writers and editors, organize newspapers and take care of other office duties.

Number of positions: 1

Total hours per week: 10-15

Work schedule: 4 hrs Mon, Tue, Wed, 3 hrs Thurs to be arranged,

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Erin Hiro, E-mail ehiro@palomar.edu (preferred) or 3762.

Department: Counseling

Job Title: [Front Desk Staff Assistant](#)

Location: SSC 24B

Job Skills and Qualifications: Good customer service skills and multi-tasking abilities. Proper phone etiquette and computer skills. Use of office equipment (copier, fax, etc.). Ability to work in a high volume department and knowledge about campus resources.

Duties: Meet and greet students, assist with scheduling of appointments. Refer student and provide information regarding Counseling Services and other campus resources. Answer phones and assist in other areas of department as requested.

Number of positions: 2

Total hours per week: 20

Work schedule: Flexible, to be arranged.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Kimberly Word, ext. 3756

Department: Disability Resource Center

Job Title: [Mobility Aide](#)

Location: DSPS Building

Job Skills and Qualifications: California Drivers License, patience, responsibility

Duties: Assist students with disabilities with mobility issues, assist staff in DRC office

Number of positions: Several

Total hours per week: Not to exceed 20

Work schedule: Flexible

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Mary Tuttle, ext. 2376.

Department: Enrollment Services

Job Title: [Office Assistant](#)

Location: Evaluations and Records Office (SSC-40 and SSC-54)

Job Skills and Qualifications: Computer literate (Word and Excel), knowledge of office procedures, including filing and phone etiquette, etc., good communication skills.

Duties: Data entry and retrieval, making files, answering phones, opening mail, filing, assisting student and staff with forms and questions, other office duties as needed.

Number of positions: 2

Total hours per week: 12-20

Work schedule: To be arranged

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Rick Herren, ext. 3117 or Cindy Shand, ext, 3123.

Department: Enrollment Services

Job Title: Office Assistant

Location: Evaluation Center (SSC-40 and SSC

Job Skills and Q: Computer (Word, Excel, etc.), knowledge of office procedures, including filing, communication skills.

Duties: Data entry, opening mail, filing, assisting student and staff.

Number of positions: 1

Total hours per week: 12

Work schedule: To be arranged

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Rick Herren, ext. 3117

Department: Facilities

Job Title: Environmental Health & Safety Assistant

Location: RS-4

Job Skills and Q: Basic computer skills, ability to perform heavy manual labor and operate a variety of power tools.

Duties: Under supervision to assist with duties & tasks required to fulfill EH&S responsibilities, including oral and written instructions, regulations and environmental concerns. This position is a possible

Number of positions: 2

Total hours per week: 2

Work schedule: To be arranged Monday thru Friday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: John Emerson, ext, 3677.

Department: Fashion- Design and Consumer Education Department

Job Title: Student Office Aid/Classroom Aid

Location: Staff Building 3 Room 43 & FASH-1 Classroom

Job Skills and Qualifications: General Office skills including filing, light computer work, classroom assistant in the sewing class/lab

Duties: Computer skills-basic, sewing skills-basic, organization skills and some knowledge of the fashion industry

Number of positions: 1

Total hours per week: 10

Work schedule: Thursday and Friday 8am-12:20pm

Wage: \$9.00 per hour

Supervisor/Contact: Nancy Galli/Ken Imaizumi ext 2352

Department: EOP&S

Job Title: EOP&S Office Specialist

Location: TCA-1

Job Skills and Qualifications: Ability to communicate with peers, staff, and students. Knowledge of basic computer applications. Customer service skills.

Duties: Greet students in person and on the telephone. Make counseling appointments using the SARS grid. Filing, create and maintain student files.

Number of positions: 1

Total hours per week: 20

Work schedule: Mon 1-5 pm, Tue 2-7 pm, Wed 10 am -3 pm, Thu 1-4 pm, Fri 10 am-1 pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lorraine Lopez, ext. 2236

Department: Outreach Peer Recruiter

Job Title: EOP & S / CARE & CalWORKS

Location: TCA1 Building

Job Skills and Qualifications: Ability to communicate with peers, staff, and groups. Computer knowledge of basic office applications. Knowledge of EOP&S, matriculation procedures and the financial aid process is a plus. Ability to work some weekends and nights for special events. Transportation is required for events and school visits throughout inland North County.

Duties: Attend campus and civic fairs and other special events to recruit students and conduct group presentations. Assist students with applying and completing forms for Palomar's Admissions, registration, and EOP&S eligibility. Answer phones, schedule appointments, maintain student files, and serve as backup for reception area.

Number of positions: 4

Total hours per week: 10-20

Work schedule: TBA btwn 8a-5p Mon-Thur and 8a-3p Fri.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience..

Supervisor/Contact: Anel Gonzalez, ext. 2239

Department: Counseling

Job Title: [Office Assistant](#)

Location: Escondido Center

Job Skills and Qualifications: Knowledge of Palomar College e-Services, friendly and willing personality, computer skills, dependable in showing up for work, ability to work in fast paced setting, knowledge of general office equipment (fax, telephone, copying). Some evening hours may be necessary on Wednesday and Thursday (2:00 pm to 7:00 pm).

Duties: Assist in Counseling Center, receive and direct inquiries, answering telephones, assisting students with questions, provide clerical assistance, upkeep of articulation bins and bulletin board copy, and other duties as assigned.

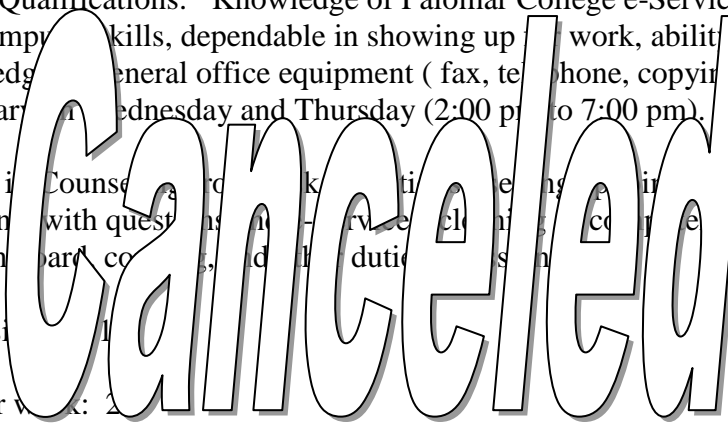
Number of positions: 1

Total hours per week: 20

Work schedule: 12:00 pm to 5:00 pm Monday thru Wednesday and 2:00 pm to 7:00 pm on Thursday.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Susan Rogers ext. 8157



Department: Financial Aid – Escondido Center

Job Title: Financial Aid Hourly Assistant

Location: Escondido Center

Job Skills and Qualifications: Computer skills: filing, publications, front counter work with socially and economically disadvantaged students. Computer skills: Internet, Word, Excel, Outlook. Organizational skills: filing, communication, ability to work with students and staff in a respectful and confidential manner. Excellent time management and organizational skills. Ability to work independently with minimal supervision.

Duties: Computer: Internet, Word, Excel, Outlook. Organizational skills: filing, communication, ability to work with students and staff in a respectful and confidential manner. Excellent time management and organizational skills. Ability to work independently with minimal supervision.

Number of positions: 1

Total hours per week: 10-15

Work schedule: Monday through Friday to be arranged with supervisor

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Buddy Springer/Jamie Moss, ext. 8116

Department: Financial Aid, Veterans & Scholarship Services

Job Title: Financial Aid Student Worker

Location: Financial Aid (SSC)

Job Skills and Qualifications: Capable of filing confidential documents (alpha order). Significant experience with computer data entry and EXCEL spreadsheets. Capable of working with students and staff in a respectful and confidential manner. Excellent time management and organizational skills. Ability to work independently with minimal supervision.

Duties: File confidential student financial aid application documents. Enter data into our multiple student databases and spreadsheets including creating electronic document images. Conduct Outreach by providing general information over the phone and in person. Create and maintain EXCEL spreadsheets.

Number of positions: 1

Total hours per week: 10-15

Work schedule: Tuesday 8-12 & 1-4, Thursday 8-12 & 1-4

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Beth Hicks, ext. 2404

Department: Fiscal Services

Job Title: [Fiscal Staff Clerk](#)

Location: Fiscal Services A-2

Job Skills and Qualifications: Be current on modern office procedures, methods, and computer equipment.

Duties: Provide general office assistance. Perform a variety of clerical duties. Filing, shredding, helping answer p[hones, assisting with providing information to students, staff, faculty, and the general public that visit the Fiscal Services Department.

Number of positions: 1

Total hours per week: 20

Work schedule: To be arranged btwn 8am and 5pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Patricia Reyes, ext. 2879

Department: Palomar College Fitness Center

Job Title: [Front Desk Staff/Quality Control](#)

Location: Fitness Center

Job Skills and Qualifications: Reliable transportation, a flexible schedule, punctual and the ability to problem solve effectively. Self-disciplined, trustworthy and mature. Cash register experience and telephone skills preferred. Opening and/or closing the facility and rotating Saturdays.

Duties: Customer service, sales/cash register, light telephones, cleaning and administrative duties as assigned. Hours to be arranged by individual's class schedule: facility hours M/Th 5:45 am – 8 pm, Fri 4:45 am – 4:10 pm, Sat 8:45am – 12:10 pm. Closed on Sunday and most major holidays.

Number of positions: 6

Total hours per week: 10-20

Work schedule: See above in Duties.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Michelle Fifield, ext. 2839/2838

Department: Athletics

Job Title: Football Program Student Assistant (Equipment Manager)

Location: G-1 or M-3

Job Skills and Qualifications: Under the direction and supervision of the Football Coaching Staff, this individual must be able to work well with others, communicate effectively, have the ability to lift and move objects (not to exceed 50 lbs.). Responsibility, accountability, and attention to detail are a must.

Duties: Job duties will vary, but will be under the direction of the Football Staff. The individual will be responsible to set-up, breakdown and store necessary football equipment and materials used for practices.

Number of positions: 2

Total hours per week: 15

Work schedule: 1pm – 6pm, Tues, Wed, and Thurs

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Early or Dan Early, ext. 2478 or 2480

Department: Athletics

Job Title: Football Program Student Assistant

Location: G-1 or M-3

Job Skills and Qualifications: Under the direction and supervision of the Football Coaching Staff, this individual must have basic computer skills, preparing and processing reports and forms, various software applications, utilize word processing, spreadsheets and database programs. Must be self-motivated, work well with others, have attention for details, and organized.

Duties: Job duties will vary, but will be under the direction of the Football Staff. Will assist the staff in weekly practice and game preparations.

Number of positions: 2

Total hours per week: 12

Work schedule: 11am – 2pm, Monday thru Thursday

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Early or Dan Early, ext. 2478 or 2480

Department: World Languages

Job Title: [Lab Assistant](#)

Location: Foreign Language Lab

Job Skills and Qualifications: Second language ability in one of the following languages: Spanish, French, Arabic, Chinese, Japanese, Italian or German. Computer skills, organizational skills, good interpersonal skills.

Duties: Assist students using the computers, software and lab materials. Maintain and clean lab regularly. Office duties: answer phones, filing, shredding documents, running lab reports. Distribute reports. Prepare lab flyers. Maintain inventory of lab equipment. Assist during lab orientation sessions. Assist faculty with some clerical duties. Students may be asked to work Saturdays.

Number of positions: 3

Total hours per week: 10-20

Work schedule: Monday thru Friday, to be arranged

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Prof. Kathleen Sheahan, Language Lab Coordinator, ext. 3268

Department: Campus Police

Job Title: [Desk Person](#)

Location: Campus Police Office

Job Skills and Qualifications: Good customer service, basic skills in Excel and Word. Data entry, PeopleSoft experience (will train). Basic secretarial skills. Knowledge of Campus helpful.

Duties: Process paid citations, dismissals, appeals. Answer phone. Hand out temporary parking permits to staff, student, and visitors. Handle citation complaints, filing, data entry, special projects for administrative staff. Make copies. Must be able to give directions to departments and parking lots on campus. Knowledge of all parking rules and regulations.

Number of positions: 2

Total hours per week: 20

Work schedule: To be arranged around class schedule.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Linda A. Mack ext. 3289

Department: Palomar College GEAR UP Program

Job Title: Tutor/Mentor

Location: San Marcos and Vista School Districts

Job Skills and Qualifications: Experience and Education: 2.5 or better cumulative GPA; minimum of 6 credit units during the Fall/Spring semesters and 3 units during the Summer session; knowledge/experience and/or expertise in a core subjects like Math and Life Sciences; adapt to a variety of students with a wide range of abilities and learning styles.

Duties: Responsibilities include, but are not limited to conducting instructional exercises assigned by teachers; work with individual students (9-10 grade) or with small groups answering questions on course content; assist students in improving study skills necessary for improving academic performance; interact or communicate in a supportive, courteous and respectful manner with students, teachers, parents, community members; attend scheduled meetings/training for all tutors, and other duties as assigned by Supervisor.

Number of positions: 20

Total hours per week: 15-20

Work schedule: To be arranged Mon-Fri between 12:30pm-4pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Vasquez, PC GEAR UP Coordinator, (760) 290-2792

Department: Palomar College GEAR UP Program

Job Title: Office Aide

Location: Mission Hills High School, San Marcos, CA

Job Skills and Qualifications: Knowledge of standard office practices/procedures. Good verbal/written communication skills. Computer skills/Microsoft Office (Word, Excel, PowerPoint, Access, Internet)

Duties: Make phone calls, send/receive written correspondence, data entry/other clerical duties as assigned, maintain confidentiality & security of information pertaining to student records/files.

Number of positions: 2

Total hours per week: 20

Work schedule: Monday-Friday 1pm-5pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Joe Vasquez (760) 290-2792

Department: Palomar College GEAR UP Program

Job Title: Program Assistant

Location: San Marcos/Vista GEAR UP School Sites

Job Skills and Qualifications: Minimum 60 College Units with good Academic standing, At least 1 yr of outreach experience, 2 yrs preferred, Knowledge of GU grant objectives, policies & procedures, Ability to multi-task, work independently w/ minimum supervision, Proficient in Word, Excel, PP, Publisher & other computer software.

Duties: Conduct outreach & recruitment activities at various locations within the community & assigned high schools; assist with coordination of various support services, including tutoring, field trips, workshops and meetings; develop marketing & outreach materials for GU; provide information on Admissions, Financial Aid & Registration policies & procedures; interview students, assess needs, interests & requirements & take appropriate action.

Number of positions: 1

Total hours per week: Up to 35 hours

Work schedule: Monday-Friday 10am-5pm

Wage: \$13.00 per hour

Department: Palomar College GEAR UP Program

Job Title: Lead College Coach

Location: San Marcos/Vista GEAR UP School Sites

Job Skills and Qualifications: Minimum of 60 college units w/ good academic standing, At least 1 year of outreach experience, 2 years preferred, Thorough understanding of college admissions process, Proficient knowledge of Word, Excel, PP, Publisher & other computer software.

Duties: Work with a team of college coaches to assist, motivate and support GU grant objectives, policies & procedures; Provide on-site assistance with college preparedness; Provide workshops/presentations to GU students, parents & school-level staff regarding college admissions process; Develop opportunities & services within assigned school site that focuses on increased student achievement & knowledge of higher education.

Number of positions: 4

Total hours per week: Up to 35 hours

Work schedule: Monday-Friday 10am-5pm

Wage: \$11.00 per hour

Supervisor/Contact: Joe Vasquez, (760) 290-2792

Department: Graphic Communications

Job Title: [Graphics Lab Assistant](#)

Location: GJ Building, San Marcos Campus

Job Skills and Qualifications: Knowledge of at least one of the listed graphic software: Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Premiere, AfterEffects, or Final Cut.

Duties: Report any unusual situation or problem to staff or faculty. Instruct students in the proper operation of computer equipment. Maintain discipline in the labs.

Number of positions: 1

Total hours per week: 20

Work schedule: TBA

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lillian Payn, ext. 3078

Department: Human Resources

Job Title: [Clerical Assistant](#)

Location: A- 1

Job Skills and Qualifications: Clerical skills of filing in alphabetical or numerical order, copying, and filing.

Duties: Pulling a file on members of the Human Resources staff in a file folder, etc.

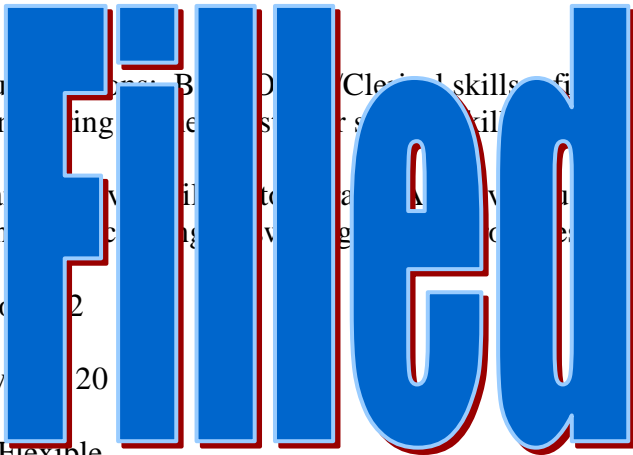
Number of positions: 2

Total hours per week: 20

Work schedule: Flexible

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Monique Alegre, ext 2148 or Celina de la Torre, ext 2890



Department: Library

Job Title: [Library Aide](#)

Location: San Marcos Campus

Job Skills and Qualifications: Basic computer skills and familiarity with Microsoft Office and the Internet. Knowledge of the English language, the alphabet and decimal numbers. Like working with people and have willingness to develop good public service skills. Ability to lift and handle heavy books, move book carts. Ability to reach top shelves using a step stool and bend down to bottom shelves.

Duties: Provide basic library assistance to student and maintain the library collection by shelving books, periodicals and media materials, Assist with library equipment and furnishings.

Number of positions: 1-2

Total hours per week: Up to 20

Work schedule: Varies- daytime, evening and Saturday hours available

Wage: \$9.00 /per hour

Supervisor/Contact: Peggy Richardson ext. 3242

Department: Escondido Library

Job Title: [Library Aide](#)

Location: Escondido Campus

Job Skills and Qualifications: Basic computer skills and ability to use Microsoft Office and the Internet. Strong knowledge of the English language, the alphabet and decimal numbers. Enjoy working with people and have a willingness to develop good public service skills. Ability to lift and handle heavy books, move book carts, chairs and small equipment. Ability to reach top shelves using a step stool and to bend down to bottom shelves.

Duties: Provide basic library assistance to students and maintain the library collection by shelving books, periodicals and media materials. Assist with basic maintenance and occasional relocation of library equipment and furnishings.

Number of positions: 1-2

Total hours per week: Up to 20

Work schedule: Varies- daytime, evening and Saturday hours available

Wage: \$9.00 /per hour

Department: Payroll Services

Job Title: Clerical Assistant

Location: ST-4

Job Skills and Qualifications: High school diploma or GED, and ability to pay attention to details.

Duties: Picking up checks; proofing data entry; checking documents; stuffing checks to registers; putting pay vouchers into finance system;

Number of positions: 2

Total hours per week: Up to 20

Work schedule: Flexible

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Espy Flores, ext. 2217

Department: Performing Arts

Job Title: Audio Assistant

Location: Howard Brubeck Theater

Job Skills and Qualifications: Experience in audio production for live music and theater events, setting up microphones and audio systems. Completion of ENT 112 or TA 112 preferred.

Duties: Assist the Performing Arts Audio Engineer in setting up and running audio systems for Performing Arts events. Sound system installation, maintenance and repair. Assist in recording, live mixing and sound design. This position requires some evening and weekend availability.

Number of positions: 1

Total hours per week: 10

Work schedule: To be arranged with supervisor.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Chad Ohlheiser, ext, 2325.

Department: Behavioral Sciences

Job Title: Philosophy Research Assistant

Location: W Building

Job Skills and Qualifications:

Exceptional written-language skills, including grammar and sentence construction
Facility with abstract thought, especially in philosophical topics
Basic online and library research skills

Duties: Write summaries and abstracts of philosophical writings
Locate and evaluate research sources
Create classroom exercises for critical thinking courses

Number of positions: 2

Total hours per week: 20 per position

Work schedule: Flexible

Wage: \$13.00 per hour

Supervisor/Contact: Dr. Zachary Seech, ext. 2650

Department: Print Services

Job Title: Production Assistant

Location: GJ Building

Job Skills and Qualifications: Communication skills, must be able to work well with others. Dependability. Must be able to lift 25 lbs. or more. Experience with Print Shop equipment preferred. Must have knowledge of basic computer operations. Can handle fast-paced environment.

Duties: Training vendors, stitching, comb binding, laminating. Operating equipment, inventory of paper. Customer service, working with staff, making copies. Bending, stooping, lifting. Job is very physical.

Number of positions: 1

Total hours per week: 20

Work schedule: Monday thru Friday, 4 hours per day

Wage: \$11.00

Supervisor/Contact: Diane Cummins, ext 2754 or Anna Morrison, ext. 2558

Department: Behavioral Sciences

Job Title: Office Assistant, Service-Learning Office

Location: NS-327 (Service Learning Office)

Job Skills and Qualifications: Communicate clearly and effectively in writing and speaking. Organize filing systems and materials. Proficiency in word processing and spread sheet software. Work independently to accomplish assigned tasks.

Duties: Under the direction of the Service-Learning Coordinator, the Office Assistant will be responsible to set up and maintain filing systems and databases for community partner information, student service records, and faculty participants. Prepare and help distribute information packets for faculty and students. Assist Service-Learning Coordinator in communicating with students, faculty and community partners. Keep office supplies stocked. Make copies of forms and materials. Other tasks as assigned.

Number of positions: 1

Total hours per week: 12

Work schedule: Flexible, mornings Monday thru Thursday preferred.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Judy Wilson, ext. 3645

Department: Student Affairs

Job Title: Student Lab Assistant

Location: SU 204

Job Skills and Qualifications: Prompt and reliable.

Duties: Will check IDs. Keep printer full of paper. Good people communication skills.

Number of positions: 1

Total hours per week: 13-15

Work schedule: Mon & Wed 7:30-12:30 Tue & Thu 7:30-9

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Marilyn Lunde, ext. 2594

Department: Transfer Center

Job Title: [Transfer Center Staff Assistant](#)

Location: Counseling Department/Transfer Center

Job Skills and Qualifications: Customer service skills necessary. Computer knowledge and ability to use MS Office Programs. Use of office equipment (copier, fax, etc.) Ability to multi-task and do research when asked.

Duties: Meet and greet students visiting the Transfer Center, assist with IGETC/CSU sheets. Assist students with eservices in the lab. Refer students and give information regarding the transfer center and counseling department. Answer phones and assist the director and staff assistant when necessary.

Number of positions: 1

Total hours per week: 10

Work schedule: Mon & Fri 8-10, Tue & Thur 10-12, Fri 8-10

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Kimberly Word, ext. 3756

Department: TRIO / SSS

Job Title: [Office Assistant](#)

Location: TCB -1

Job Skills and Qualifications: Good computer skills (Microsoft Office), telephone skills, good organizational skills and use of office equipment (fax, copying and telephone). Good command of the English language both verbal and written. Ability to communicate with peers, students and staff. Prompt and reliable

Duties: Meet and greet the public. Answer telephone calls and provide information to the public regarding TRIO/SSS Program. Assist the Senior Office Specialist with data tracking/other clerical duties as assigned. Maintain confidentiality & security of information pertaining to student records/files.

Number of positions: 1

Total hours per week: 15 - 20

Work schedule: Tuesdays & Thursdays

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Claudia Carter ext. 2761

Department: Workforce and Community Development

Job Title: [Venture Registration Assistant](#)

Location: 1935 E. Valley Parkway, Escondido, CA 92027

Job Skills and Qualifications: Knowledge of English language usage, spelling, punctuation and grammar. Ability to communicate with customers and staff, both in written and verbal format. Provide courteous, effective customer service – work with others and work independently.

Duties: Respond to customer inquiries via phone, fax, or in person as they relate to course availability, content, cost, dates, times, and location, driving directions, and the programs re-scheduling and cancellation. Contact customers as needed to notify of class status, changes to schedule, location, and waitlist status. Filing, making copies, preparing instructor packets, setting up classrooms.

Number of positions: 2

Total hours per week: 10-20

Work schedule: Mon – Fri, btwn 8 am and 5pm.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Christine Amely, ext. 7899

Department: Women's Soccer

Job Title: [Videographer](#)

Location: Minkoff Field

Job Skills and Qualifications: Must be dependable, responsible and mature. Must be able to videotape sport action, edit and transfer to disc or VHS. Must be somewhat flexible.

Duties: Videotape all women's soccer home games. Edit contact as discussed with Coach and transfer to DVD or VHS (as decided with Coach). Most home games are held on Weds or Fri, beginning 8/27/09 and start at 1pm or 3pm. Games last for 60 minutes with a halftime break. We play 8/27-11/13 with playoffs to follow.

Number of positions: 1

Total hours per week: 3-6

Work schedule: See above under Duties.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Head Coach Pamela Campbell, pcampbell@palomar.edu.

Department: TRIO Grant Funded Student Programs- EOC Office

Job Title: Educational Opportunity Center Office Assistant

Location: San Marcos and Escondido Center Offices

Job Skills and Qualifications: Employee(s) will work with the Outreach Coordinators of EOC to ensure that all program participants get the services that they request. The person(s) applying for this position must be able to work one on one with people and have familiarity with applying for admissions and registering for classes online. We are looking for people who have experience working with computers and Microsoft Word programs. The qualified person(s) will be able to work well supervised as well as independently. Our offices are open all year long therefore we need someone who will be at Palomar College the entire 2009-2010 school year.

Duties: The EOC office assistant will work closely with the Outreach Coordinators to ensure that program objectives are met for the 2009-2010 school year. The person(s) hired will be in charge of ensuring that offices are well kept and that program supplies are always in stock. There will be times when the office assistant will need to work with other Palomar College students to help them navigate their way through school. In addition there are outreach presentations and weekend outreach events that the student employee will be asked to be a part of. We would like, but it is not required, to interview people who have experience working with or being a part of student support service programs like EOP&S, Cal WORKS, DRC, EOC and other similar programs. **You do not have to meet all** of the previously mentioned qualifications in order to apply for this position. Bilingual persons are encouraged to apply.

Number of positions: 2. One at EOC Escondido and one at EOC in San Marcos.

Total hours per week: 15-20

Work schedule: Flexible Mon-Fri. There will be times when student employees will be asked to work weekends and/or evenings.

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: San Marcos Marti Snyder ext 2434. Escondido Jessica Pérez Ambrocio ext. 8110.

Department: Communications/RTV

Job Title: [Office Assistant](#)

Location: U-11

Job Skills and Qualifications: Proficient in Microsoft Word, Excel, filing, good written and verbal communications skills.

Duties: Filing, building Excel grade sheets, organizing office, duplicating, etc.

Number of positions: 2

Total hours per week: 12

Work schedule: Monday thru Friday, 3 hours per day

Wage: 9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Pat Hahn/Gregg Baker, ext. 2964/2447

Department: Communications / RTV

Job Title: [Web Master](#)

Location: U - 10

Job Skills and Qualifications: Knowledge of Dreamweaver and Frontpage software. Basic Web design. Knowledge/ability to convert digital videos into proper codes used in RTV website.

Duties: Design and manage three RTV websites. Convert Primetime Palomar and North County News shows into codecs to be used on website to see news programs using Quicktime, Real Media, and Windows media. Daily upkeep of web sites.

Number of positions: 1

Total hours per week: 20

Work schedule: Monday thru Friday, 4 hours per day

Wage: 9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Pat Hahn ext. 2964

Department: Performing Arts / Music Area

Job Title: Computer Music Lab Proctor

Location: D2A

Job Skills and Qualifications: Experience with digital audio software and hardware.

Duties: Assist computer music students. Participate in the maintenance of the lab.

Number of positions: 2-3

Total hours per week: 10-15

Work schedule: Between 9:00 am and 9:00 pm Monday thru Thursday and between 9:00 am and 4:30 pm on Friday

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Kimberly Loya or Madelyn Byrne, ext. 2316 or 2809

Department: Child Development Center

Job Title: Teacher Assistant

Location: San Marcos Campus

Job Skills and Qualifications: Units in Child Development. Knowledge of ages and stages of preschool children

Duties: Assist preschool teacher in care and curriculum of classroom for lab school setting.

Number of positions:

Total hours per week: 8-16

Work schedule: Monday 1-5pm, Wednesday 1-5pm and substituting as necessary

Wage: \$9.00, \$11.00, or \$13.00/per hour depending on experience.

Supervisor/Contact: Pam Keinath, ext. 2578

Department: Mathematics Learning Center

Job Title: [Math Tutor](#)

Location: [E-2 \(San Marcos Campus\)](#)

Job Skills and Qualifications: Enrolled in Math 140 or higher. Must have a B or higher in mathematics courses. Patience, ability to explain mathematics, outgoing personality.

Duties: Tutor mathematics students at all levels of ability. May be asked to help do basic filing, answer phone, check books out on an “as needed” basis, or perform other office duties in support of the Mathematics Learning Center.

Number of positions: 5

Total hours per week: 8-12

Work schedule: Monday thru Thursday 9am – 8pm, Friday 9am – 2pm.

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Fariheh Towfiq, ext. 2716

Department: Performing Arts

Job Title: [Box Office Assistant](#)

Location: Howard Brubeck Theatre

Job Skills and Qualifications: Primarily an interest in front-of-house activities. Experience working with the public and cash drawer procedures would be a plus. Will train as necessary. May include nights and weekends as available.

Duties: Sell tickets and perform usher duties.

Number of positions: 2

Total hours per week: 16 / variable

Work schedule: 1 – 5 Tuesday thru Friday

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Heather Murray, ext. 2455

Department: Performing Arts

Job Title: Technical Theatre Assistant

Location: Howard Brubeck Theatre

Job Skills and Qualifications: Primarily an interest in technical theatre, however experience in theatrical lighting, set construction and/or audio would be a plus. Will train as necessary.

Duties: Scenic construction, electrics rigging, audio for the stage, stage crew. May include nights and weekends as available.

Number of positions: 2

Total hours per week: 16 / variable

Work schedule: 1 – 5 Monday thru Thursday

Wage: \$9.00, \$11.00, or \$13/hr depending on experience

Supervisor/Contact: Pat Larmer, ext. 2455

Department: Human Resources/Employment Services

Job Title: Clerical Assistant

Location: AA-141

Job Skills and Qualifications: High school diploma or GED; basic experience using Microsoft Windows and Microsoft Office, especially Word and Excel; ability to handle sensitive and confidential information; strong communication skills; ability to understand and follow directions; and customer service skills; ability to understand and follow directions; and customer service skills.

Duties: General clerical duties including retrieving and sorting mail, preparing mail, filing, answering phones, data entry, and basic word processing. This position provides a level opportunity for students seeking a future career in human resource administration!

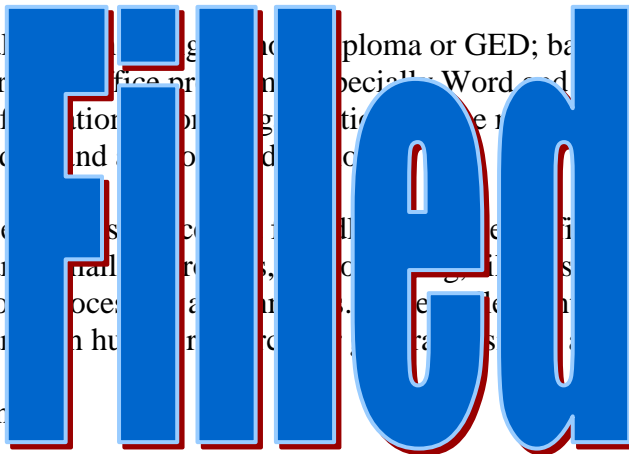
Number of positions: 1

Total hours per week: 20

Work schedule: Monday and Friday required; other day(s) to be arranged at time of hire
4-8 (to be arranged at time of hire)

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Shawna Hearn, Acting Manager, Human Resource Services
ext 2608



Department: T & I/ DMT (Diesel Mechanics)

Job Title: Teaching Assistant

Location: T Building

Job Skills and Qualifications: Knowledge of diesel mechanics, shop organization and safe operation of tools & equipment

Duties: Assist instructor in the lab to promote safety practices. Assist instructor with on-going shop safety and maintenance

Number of positions: 1

Total hours per week: 20

Work schedule:

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Sergio Hernandez, ext 3702

Department: Life Sciences

Job Title: Student Lab Assistant/Glassware Washer (2 separate positions)

Location: NS-228

Job Skills and Qualifications:

Lab Assistant: Some science course work (eg. Biology or Chemistry)

Glassware Washer: No previous experience required

Duties:

Lab Assistant: Mixing solutions, making microbiologic media, running autoclave, assist in waste disposal, cleaning glassware if no glassware washer is available.

Glassware Washer: Washes flasks, beakers and test tubes; puts away clean glassware

Number of positions: 2-3

Total hours per week: 10-15

Work schedule: Flexible between Monday-Friday 8:00am-4:00pm

Wage: \$9.00

Supervisor/Contact: Steve King/Chris Hall/Margarita Vega, ext: 2844/2726/2523

Department: Facilities Office

Job Title: Office Specialist

Location: RS-Building, San Marcos Campus

Job Skills and Qualifications: To provide general office assistance in support of the Facilities Office; to perform a variety of clerical and secretarial tasks; to provide information to students, faculty, staff and the general public and to create & maintain a variety of records and files. Serve as a receptionist, answer very busy multi-line telephone and greet guests; must be proficient in MS Office and type 45 wpm

Duties: Support includes typing, proofreading, file and copying; maintain accurate and up-to-date files and records for assigned areas; monitor various logs, accounts and files; receive, sort and process incoming mail; operate a variety of office equipment including a copier, typewriter, calculator, computer and scanner; enter important information into the computer; assist with special projects as needed and perform related duties and responsibilities as required.

Number of positions: 1

Total hours per week: 16

Work schedule: 8-4 Tuesdays & Thursdays

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Donna Renner, ext 3020

Department: English as a Second Language (ESL)

Job Title: Computer Lab Assistant

Location: Q-9

Job Skills and Qualifications: Knowledge of basic operations of a computer lab; experience with MS Office; experience working with data projector; setting up email with ESL students; takes initiative; customer service experience preferred; English-Spanish bilingual preferred.

Duties: Provide assistance to ESL students and instructors in the computer lab; give lab orientations; perform routine tasks such as getting the computers and the projector ready for the classes, logging computers off, keeping up with the basic equipment maintenance, cleaning the carrels. To maintain a safe and clean learning environment; perform other related duties as required.

Number of positions: 1

Total hours per week: 14

Work schedule: Mon – Th 6pm-9:30pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lee Chen ext 2273

Department: Photography AMBCS

Job Title: Photo Digital Lab Assistant

Location: F-22 Lab & MD-223

Job Skills and Qualifications: Hard working, strong communication skills, self starter, detail oriented, computer skills MS Word, good cleaning skills, mop and broom, admin: good office skills, filing, book keeping.....(will train)

Duties: Cleaning of learning environment and lab, check out/in equipment to students, maintain inventory and equipment logs, replace print inks. (will Train)

Number of positions: 1

Total hours per week: 17

Work schedule: Mon, Tues Wed 10:00am-2:00pm
Fri 9:00am-2:00pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: P. Sittmann 2384

Department: Photography AMBCS

Job Title: Photo Lab Assistant

Location: F-22 Lab

Job Skills and Qualifications: Hard working, strong communication skills, self starter, detail oriented, computer skills MS Word, good cleaning skills, mop and broom. admin: good office skills filing, book keeping (will train)

Duties: Cleaning of learning environment and lab, check out /in equipment to students maintain inventory logs, assist students. (will train)

Number of positions: 1

Total hours per week: 20

Work schedule: Mon-Thurs 4:00pm-9:00pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: P. Sittmann 2384

Department: Communications/Radio and TV

Job Title: Video Editing Assistant

Location: MD Building and U Building

Job Skills and Qualifications: Knowledge and skills with Final Cut Pro editing software and Mac operating systems. Ability to work effectively with beginning to advanced level editing students. Prior experience with Final Cut Pro is required with a short sample of edited projects

Duties: Assist students in use of Final Cut Pro editing software to complete video projects. Work with instructor to transfer files and output student projects

Number of positions: 1

Total hours per week: 6

Work schedule: Monday & Wednesday 2:00-5:00pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lisa Faas lfaas@palomar.edu ext 3646

Department: Communications/Radio and TV

Job Title: Video Lab Assistant

Location: U Building, PCTV and Q-1 studio

Job Skills and Qualifications: Knowledge and skills with video cameras, audio and lighting equipment. Ability to work effectively with beginning to advanced level RTV students. Prior experience with TV studio equipment preferred but not required. Editing experience with Final Cut Pro plus.

Duties: Assist students in the TV studio labs to complete video projects. Work with instructor to oversee equipment use in student projects. Hours vary based on projects but include a regular lab on Thurs 9-12:20pm and/or Wed 11-2pm

Number of positions: 2

Total hours per week: 8-12

Work schedule: Monday -Varies
Tuesday 9am-11am
Wednesday 11am-2pm
Thursday 9am-12:30pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Lisa Faas lfaas@palomar.edu ext 3646

Department: ESL Escondido

Job Title: ESL Computer Lab Assistant-Escondido

Location: ESC-405

Job Skills and Qualifications: Must have basic operations of computer lab; experience with MS office and the internet; must be able to communicate in English.

Duties: Provide assistance to students in the computer lab; give lab orientations; perform network maintenance; troubleshoot computer problems for class, logging computer software and hardware issues.

Number of positions: 1

Total hours per week: 10-12

Work schedule: Tuesday and Thursday
8:15-10:45am
7-9:30pm

Wage: \$9.00, \$11.00, or \$13.00 per hour depending on experience.

Supervisor/Contact: Tracy Fung, ext 8180

